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ABSTRACT

Since most of the part-time faculty at Montgomery College (Maryland) teach in the evening, communication with administrators, division chairmen, and department chairmen is often difficult. This handbook was compiled to summarize information useful to part-time faculty members. After a general introduction to the philosophy, objectives, and academic standing of the college, the manual describes the responsibilities and benefits of part-time faculty status. Descriptions of college procedures cover emergencies and academic administration, such as registration, examinations, grading, and counseling. A section on academic regulations covers admission requirements, the awarding of credits, transfers, graduation requirements, the grading system, program requirements, academic programs, class attendance, cheating and plagiarism, and petition and appeal. A format for proposing changes in academic regulations is appended. The final general information section covers absences, college facilities and special equipment, and college services. Appended are a week-by-week guide to faculty responsibilities and organizational flow charts. (NHM)

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MONTGOMERY COLLEGE

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PART-TIME FACULTY HANDBOOK

1975-1976

BICENTENNIAL
MONTGOMERY COUNTY
MARYLAND

ROCKVILLE
AND
TAKOMA PARK,
MARYLAND

MONTGOMERY COLLEGE

PART-TIME FACULTY HANDBOOK

(1975 - 1976)

COLLEGE CALENDAR

FIRST SEMESTER -- 1975

August 18 - First day for faculty; last day to submit application and all supporting data to be admitted as a matriculated student for the fall semester
August 19-21 - Advising and registration*
August 22 - Faculty professional day; last day for a full refund
August 25 - Classes begin
September 1 - Labor Day (College closed)
September 3 - Last day for change of schedule without charge
September 12 - Last day for partial refund
September 26 - Last day to drop a course officially without a grade being recorded
November 3 - Last day for candidates for fall semester graduation to file applications for graduation. Students submitting applications for admission and all supporting data by this date will be permitted to register before the regular registration period
November 7 - Last day to drop a course officially with a "W," to change to audit, or to withdraw completely from the College
November 19 - Last day for foreign students to submit application and all supporting data for admission to the spring semester
November 27-30 - Thanksgiving (College closed)
December 13 - Classes end
December 15-18 - Final examinations
December 19 - Faculty professional day
December 24-31 - Winter recess (College closed)

SECOND SEMESTER - 1976

January 1-4 - Winter recess (College closed)
January 5 - College reopens for administrators and staff
January 12 - First day for faculty; last day to submit application and all supporting data to be admitted as a matriculated student for the spring semester
January 13-15 - Advising and registration*

SECOND SEMESTER - 1976 (Continued)

January 16 - Professional day; last day for full refund
January 19 - Classes begin
January 27 - Last day for change of schedule without charge
February 6 - Last day for a partial refund
February 20 - Last day to drop a course officially without a grade being recorded
March 29 - Last day for candidates for spring graduation to file applications for graduation
April 2 - Last day to drop a course officially with a "W," to change to audit, or to withdraw completely from the College
April 11-18 - Spring recess (faculty and students)
April 16 - Spring recess (College closed)
April 22-23 - Sophomore testing
May 8 - Last day of classes
May 10-13 - Final examinations
May 14 and 17 - Faculty professional days
May 21 - Graduation
May 31 - Memorial Day (College closed)

*August 21 and January 15, additional registration on Rockville Campus if needed; otherwise Professional Days as at Takoma Park Campus

DIRECTORY OF OFFICES
FREQUENTLY CALLED OR VISITED

ROCKVILLE CAMPUS	Office	Location	Telephone
762-7400	Bookstore	Basement, Campus Center	238
	Campus Facilities Manager	Room 21, Humanities Building	228
	Campus Security Office	Room 131, Fine Arts Building	243/247
	Community Services	Room 113, Humanities Building	336
	Director of Admissions and Records	Room 105, Student Services Building	280
	Evening Office - Academic	Room 20, Humanities Building	285
	Evening Office - Student Personnel	Student Services Building	241, 245
	Learning Resources (Audio Visual)	Basement, Campus Tower	380
	Library	Campus Tower	205
TAKOMA PARK CAMPUS			
587-4090	Bookstore	Student Building	212
	Campus Security	Administration Building	300 or Switchboard
	Community Services	Administration Building	587-9216 593-7883
	Evening Counselor	Administration Building	200
	Evening Office	Administration Building	200
	Learning Resources	Administration Building	245
	Library	Library Building	257
	Registrar's Office	Administration Building	261

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PREFACE

In order that Montgomery College might continue to provide a full and flexible educational program, the use of part-time faculty members grows substantially each year. The part-time faculty is, thus, an important segment of the total faculty.

Since most of the part-time faculty members teach in the evening, communication with the administration, academic deans or division chairmen, and department chairmen is much more difficult than it is for the full-time faculty. For that reason this handbook has been compiled to summarize information useful to the part-time faculty. Further details may be found in the Full-time Faculty Handbook or Policies and Procedures Manual, copies of which are on file in the offices of department chairmen and other supervisory personnel.

SUGGESTIONS FOR ADDITIONS TO THIS MANUAL ARE INVITED. PLEASE SUBMIT THEM AT ANY TIME DURING THE YEAR TO THE DIRECTOR OF INTERNAL MANAGEMENT, Room 114, Montgomery College Administrative Center, on the Rockville Campus.

INTRODUCTION TO THE COLLEGE

Montgomery College, with campuses at Takoma Park and Rockville, functions under a Board of Trustees appointed by the Governor.

The college was founded in 1946 as Montgomery Junior College and has been steadily growing in numbers and reputation since then. This fall, it is expected that 13,300 students will be enrolled.

PHILOSOPHY

The vitality of a democracy depends upon the continuing development of the capacities of all its citizens both for their self-realization and for the common good. The American public-educational system is designed to provide the motivation and education to fulfill this ideal of democracy. Thus, education beyond the high school is a public responsibility, especially since a large portion of the population will benefit from it.

The public has assumed this responsibility by establishing and supporting Montgomery College. The function of the College is to provide, within a single institution, comprehensive higher education by offering diverse curricula for technical, semi-professional careers, and for transfer to bacculaureate programs in other institutions; in addition, the College offers community services through continuing education and cultural programs.

The philosophy of Montgomery College is expressed in the following generalizations:

The College must strive for excellence in each of its different programs with the aim of educating each individual to the level of his highest potential.

The College has an obligation to keep its program varied in accordance with the changing educational needs and interest of the community.

The College provides a favorable learning climate to meet the needs of a diverse student body by a close student-teacher relationship, by individualized instruction and, above all, by a faculty and administration devoted to teaching and to continued improvement in instructional methods.

The College believes that a sound guidance and counseling program, which helps students to achieve self-understanding and to make realistic educational plans, is an essential part of a community college program.

The College sponsors a variety of cultural, educational, and leisure activities outside the classroom to encourage the student to broaden his knowledge and appreciation of the arts, the sciences, the humanities, and the social issues of our time.

The College considers it to be a fundamental responsibility to provide a broad liberal education for <u>all</u> students enrolled in a curriculum so that they may increase their appreciation and understanding of the world of ideas, scientific inquiry, and human relations.

The College, although liberal in its admissions policy, will require of its students rigorous intellectual discipline and academic performance of high quality.

OBJECTIVES

The primary aim of Montgomery College is to create an individual environment which opens up opportunities for each student to learn and to work in a community of scholars and to develop the following abilities and attitudes:

To appraise realistically his goals, abilities, achievements, and behavior.

To expand his knowledge, understanding, and appreciation of the world about him

To prepare for adult responsibilities as a citizen and a member of family and community groups.

To practice social conduct based on ethical and spiritual values.

To develop skills and basic intellectual qualities for further higher education, continuing credit education, and occupational proficiency.

To develop aesthetic appreciation of literature, music, the visual arts and his cultural heritage.

To develop the social responsibilities and leadership characteristics needed to participate in a democratic society.

To learn to judge men and issues critically, and to base decisions and conduct on such judgment.

To understand the conditions necessary for healthful and effective living, and to develop social poise and mature conduct.

TYPES OF PROGRAMS

To attain its philosophy and objectives, Montgomery College has a variety of programs as follows:

Curriculums preparing for upper-division degree programs at universities and other colleges.

Technical and semi-professional programs for students who want to prepare for immediate employment.

A pattern of similar course requirements in general education for all students enrolled in a curriculum.

A variety of continuing education offerings for adults and college graduates, including both credit and non-credit courses, designed for employment, re-employment, and retraining in various professional and semi-professional fields.

A broad and expanding series of forums, lectures, short courses, concerts, dramatic productions, art exhibits, athletic events, and

other activities intended to balance the total instructional program.

Individual counseling services for all students to help them in planning their programs of study and in solving their transfer and other problems.

DEGREE AND CERTIFICATES GRANTED

The College grants the Associate in Arts degree and certificates for completing one-year career programs.

ACCREDITATION

The College is accredited by the Middle States Association and by the Maryland State Department of Education.

ACADEMIC FREEDOM

The following AAUP Statement of Principles on Academic Freedom (AAUP Bulletin, Vol. 46, No. 4, Winter, 1960) was adopted by the Board in the spring of 1962.

(a) The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

(b) The teacher is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of appointment.

(c) The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence, he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinion of others, and should make every effort to indicate that he is not an institutional spokesman.

RESPONSIBILITIES OF THE PART-TIME FACULTY

The responsibilities of the part-time teaching faculty are as follows:

1. Conduct assigned classes in area of employment in accordance with the catalog description and the written stipulation of the department.

2. Participate, whenever possible, in departmental and campus meetings of a professional nature.

3. Meet every class, including the final examination, in the room assigned by the campus registrar. (Note instructions on pages 33 and 34 covering emergency absence of instructor.)

4. Maintain standards of teaching worthy of accreditation.

5. Seek out means of improving instruction through professional societies, meetings, workshops, and the current literature of the field. The learning resources department of each campus is available to assist in these matters.

6. Adjust, insofar as possible, teaching methods to student needs.

7. Submit to the campus registrar:

   a. Mid-term grade reports as required and
   b. Final grade reports ON TIME at the end of the semester.

8. Submit to the division chairman (Takoma Park) or department chairmen (Rockville):

   a. A copy of the final examination.
   b. A copy of the syllabus, or other materials such as reading lists or assignment sheets which provide descriptive materials for the archives.

9. Regularly pick up mail from assigned mailbox each day you are scheduled to teach. The timeliness of some announcements dictates that this pick up is best accomplished prior to class.

CONDITIONS OF EMPLOYMENT

HEALTH REPORT

At the time of initial appointment, a certificate (chest X-ray, intradermal tuberculin test, or physical examination by a physician that includes a chest X-ray or an intradermal tuberculin test) is filed in the individual's personnel folder prior to his assuming duties in the classroom. If the intradermal tuberculin test is positive, a chest X-ray is required.

HOSPITALIZATION, INSURANCE PROGRAMS, ETC.

Part-time faculty are not eligible to participate in hospitalization, life insurance, retirement, or tenure programs of the College.

RANK

New part-time faculty are automatically assigned the rank of lecturer. Upon completion of eight semesters of part-time service, which need not be consecutive, a part-time faculty member is eligible for assignment of the rank of adjunct professor. However, this assignment is not automatic but depends upon an evaluation which will consider such factors as outstanding teaching competence, general interest, and contribution to the institution.

TRANSCRIPTS

Every member of the college faculty, full- or part-time, is required to submit official transcripts of his academic studies as a condition of employment. These records become part of the official permanent file of the College. Placement on a particular grade is dependent upon these specific records.

TEMPORARY APPOINTMENT

No contractual agreement exists between the part-time faculty member and the College beyond the employment letter for a specific semester or summer session.

SPECIAL CIRCUMSTANCES

In special cases in which a part-time faculty member is hired at the beginning of a given semester, and when there is insufficient time to obtain transcripts, references, health certificates or other required information, prior to the time classes convene, and where no other qualified part-time instructor is available for the assignment, the part-time instructor will be given six weeks in which to provide the documents specified above. If, for any reason, these documents are not produced, the part-time instructor shall not be rehired. Prior to appointing an instructor under these conditons, however, the department chairman will verify by telephone, or by such other means as may be practicable, the teaching qualifications of the applicant.

PART-TIME SALARY SCHEDULE

FISCAL YEAR 1976

SALARY

Placement on Grade: The part-time salary schedule which applies to part-time instructors in regular college courses is adopted each year by the Board of Trustees when the full-time salary schedule is adopted. The plan for the current year is shown on the following page. The initial placement of the part-time faculty on the salary scale will be made in accordance with the guidelines established by Board of Trustees policy and college regulations. The campus dean will authorize this placement on the recommendation of the department chairmen (Takoma Park) and the Academic Dean (Rockville).

Advancement in Pay Grade: All part-time faculty will be governed by the following procedures for advancement:

1. Acquisition of advanced degrees will not be a basis for change in grade classification. Teaching experience at Montgomery College will be the only measure for advancement.

2. Eligibility for advancement is based on the minimum of 12 equivalent semester hours accumulated in four semesters of successful teaching at Montgomery College. A semester which can be applied toward advancement is any of the teaching sessions, including summer session, at any credit location. Semesters of teaching need not be consecutive. In no case will more than two semesters be credited in a calendar year.

3. Advancement will then be granted upon a favorable evaluation by the department chairman and appropriate administrators.

4. Upon advancement to the next part-time grade, semesters and credit hours are then re-accumulated as in 2 above.

Load: Payment is based on load. The load is calculated in the following manner. For regular college credit courses, where the number of credit hours is exactly the same as the number of contact hours, the number of equivalent semester hour units will equal the number of credit hours. In those college credit courses where the number of contact hours exceeds the number of credit hours, the number of equivalent semester hour units will be equal to the average of the number of contact hours and credit hours. For non-credit courses and responsibilities the number of equivalent semester hour units will be assigned in accordance with principles analogous to those which determine the credit and rate for the regular college credit courses.

Off-Campus Credit: This same schedule will also be the basis for compensation for all faculty in the off-campus credit instructional program administered by Community Services. Full-time faculty teaching on a part-time basis for Community Services are initially placed and advanced according to the provisions above.

Pay Days: The checks for part-time faculty are mailed to the home address on the dates as follows:

First Semester	Second Semester
October 3	February 20
October 17	March 5
October 31	March 19
November 14	April 2
November 26	April 16
December 12	April 30
December 19	May 14
January 9	May 28

MONTGOMERY COLLEGE
PART-TIME AND OFF-CAMPUS FACULTY PLAN

FY 1976

APPROVED BY THE BOARD OF TRUSTEES TO BE EFFECTIVE JULY 1, 1975

GRADE	SALARY*	SPECIAL CONDITIONS
1	$ 230	Master's Level W/O Experience
2	245	
3	260	Earned Doctorate W/O Experience
4	275	
5	290	
6	305	Normal Maximum Entry
7	320	
8	335	
9	350	
10	365	

*Dollar Amounts Shown are for One Equivalent Semester Hour

EMERGENCIES

General

First aid of any sort should be administered only by a person who understands what he is doing. Normally, a seriously injured or ill patient should not be moved except under professional care. He should be kept warm, and others should be kept away from him pending the arrival of a college nurse or rescue squad.

Listed below are the emergency numbers which may be called in the event of certain emergencies, the location of first aid supplies, and instructions for certain specific kinds of emergencies.

Telephone Numbers

Individual or Office	Telephone Rockville	Takoma Park
Associate Dean, Students	251	200
Business Manager		230
Campus Facilities Manager	228	
Campus Dean	206	250
Campus Security Office	243/247 If switchboard is closed, call 762-7414	300 or switchboard operator
Campus Nurse	220	290
Admissions	260	200
Registrar	280	261
Evening Office	285	200

ALL FIRE AND RESCUE SQUADS for Montgomery County, including Takoma Park	424-3111
Holy Cross Hospital	495-0100
Emergency Room	495-1225
Suburban Hospital	530-3100
Emergency Room	530-3880
Washington Adventist Hospital	891-7600
Emergency Room	891-7105
Silver Spring Health Center (8:00 to 4:30 p.m.)	589-8700
Police (Montgomery County)	762-1008
Emergency	911
Police (Rockville City)	424-8000, Ext. 255
Police (Takoma Park)	270-1100

When a patient is being taken to any emergency room, a call from a faculty or staff member alerting it and explaining the nature of the accident would be helpful, although not essential to admittance.

Location of First Aid Supplies

Takoma Park Campus

The Health Room	Room A, Administration Building is the main first aid station. Health adviser present daily. (Ext. 290)
Dental Assisting Suite	Former church building (Bldg. D) (Ext. 218)
Biology Department	Second floor, Science Building, Room 213. Normally open from 8:30 a.m.- 5:00 p.m. (Ext. 244)
Chemistry Department	Third floor, Science Building, Rooms 311 and 313 (open only when class in session) (Ext. 213)
Gymnasium	Silver Spring Intermediate School, during the regular academic year (Ext. 281)
Office of the Evening Program	Ground floor, Administration Building (Ext. 200)

Rockville Campus

The Health Service	Student Services Building (Ext. 220)
Biology Department	Room 112, Science Building - normally open from 8:00 a.m. - 4:30 p.m. (Ext. 230 or 253)
Chemistry Department	Room 41, Science West - normally open from 7:45 a.m. - 5:00 p.m. (Call 240 or 237)
Gymnasium	Physical Education Building (Ext. 390)
Buildings Foreman	Room 24, Technical Building (Ext. 248)
Security Office	Ext. 243/247

Medical

Contact the college campus nurse, Extension 290,(Takoma Park); Extension 220, (Rockville).

If she is not available, contact any campus administrative staff member. If not available and student is lucid and not in critical condition, ask the student if he wishes to see his family physician. If yes, call the physician to make certain the physician will be in his office when the student arrives. If the physician is not available, contact the emergency room at one of the foregoing hospitals. Ask the student if he wants to call his parents. If not, make the call for him. The parents must be contacted if at all possible, especially if the student is under 18.

If a student is unconscious and/or appears to be in critical condition, call the Rescue Squad and call the parents. Any time the Rescue Squad is transporting a student to a hospital, the receiving hospital should be notified by the person who called the Rescue Squad.

<u>In all emergencies, students leaving the campus must be accompanied by another person designated by the campus nurse or, in her absence, the person supervising the student's departure</u>.

<u>Irrational Behavior Involving Students (threatened or attempted suicide; behavior jeopardizing welfare of others)</u>

Contact Student Personnel Office or the college campus nurse.

If not available, and student does not appear to be violent or dangerous, contact the parents.

If none of the above are available, contact the Mental Health Clinic or the Rescue Squad.

If student appears to be violent or the situation serious and counselors and members of the administrative staff are not available, contact the Rescue Squad and/or Police and parents. Then contact administrators.

In all cases of threatened or attempted suicide, make certain that someone is with the person at all times. <u>He must not be left alone</u>.

If the college campus nurse is not involved, make certain that she is informed at the earliest opportunity.

<u>Irrational Behavior or Threatened or Attempted Suicide Involving Faculty or Staff</u>:

Follow the above, but make certain spouse or other family member is contacted.

<u>Fighting or Similar Disturbance</u>:

Contact most accessible administrator or faculty.

If uncontrollable, contact Rockville Campus Security, Ext. 243/247. After 10:00 p.m., Monday through Thursday, and after 9:00 p.m. on Friday and week-ends, call 762-7414. At Takoma Park, call Campus Security, Ext. 300 at all times.

Off-college property and involving student, contact the police.

ACADEMIC ADMINISTRATIVE PROCEDURES

REGISTRATION

Registration for classes each semester is planned and supervised by the Campus Registrar/Director of Admissions and Records.

Students are expected to register during dates listed in the college calendar. A fee of five dollars is charged for late registration. Registration closes at an official date identified in the college catalog. No one is permitted in class unless his name appears on an official class list or he submits appropriate class entry documents. Allowances may be made at the very beginning of each semester while corrections and additions are being made. Addition of a course after the first week of classes is not permitted without permission of the instructor of the course.

EXAMINATIONS

Regular examinations during a course may be scheduled by instructors at their convenience.

Final examinations are scheduled by the campus registrars and, when given, must be administered by each instructor during the established time. All incomplete work should be completed within four weeks unless a later date is agreed upon by the instructor.

MID-SEMESTER GRADE REPORTS

Mid-semester grades must be reported to the campus registrar. Because use of the computer must be scheduled carefully to handle its heavy work load, each instructor is under an obligation to return the completed grade report ON or BEFORE the established deadline. After tabulation of the grades, the grade reports are distributed to students through their advisers or, in the case of Takoma Park evening students only, their instructors. On the Rockville Campus, evening students only pick up grade reports at the Records Office.

FINAL GRADES

Final grades must be reported to the Campus Registrar/Director of Admissions and Records on the final grade sheets furnished each instructor for each class. These forms must be completed with a mark-sense pencil or a regular pencil with a soft lead. It is,

again, absolutely necessary that all grades be reported to the Campus Registrar/Director of Admissions and Records ON or BEFORE the deadline set. Shortly after the grade sheets are returned, each instructor will receive a grade verification sheet with all grades included. This roster is to be verified by the instructor, signed, and returned to the campus registrar.

INCOMPLETE AS A GRADE

"Incomplete" as a grade may be assigned by the instructor in accordance with Academic Regulations.

Ordinarily four weeks are allowed for the course work to be made up, but an extension of time may be given by the instructor. If the work is not completed by the specified date, the grade of "F" will be recorded. See Academic Regulation 9.411.

WITHDRAWAL OR DROPPING FROM CLASSES

1. Courses officially dropped before the end of the fifth week of classes will not be included on the student's permanent record or on official transcripts. The percentages of refunded tuition vary within the first three weeks; see the college catalog for further information on refunds.

2. A course may be dropped after the fifth week of classes and before the end of the eleventh week. For withdrawal during this period the grade recorded on the student's permanent record will be "W".

3. After the eleventh week of class, a student is not permitted to officially withdraw from a class. If a student stops attending class, he must automatically be given a grade of "F". (For very unusual circumstances, such as ill health, possible exceptions may be made in accordance with Academic Regulation 9.644.)

The procedure for all of the above official withdrawals is for the student to complete a "Change of Schedule" form, have it signed by his advisor or one of the counselors in the student personnel office, and submit it to the Registrar on the Takoma Park Campus or the Director of Admissions and Records on the Rockville Campus. After the first week of class, there is a fee of five dollars for this procedure.

WITHDRAWAL FROM COLLEGE

Students who wish to withdraw from the College must do so formally if the action is taken during a semester. The office of the campus associate dean of students should first be consulted, fees should be paid in full, and all courses properly dropped before leaving.

TRANSFERS

Students who wish to continue study beyond the community college level will transfer to other institutions of higher education. Faculty members must remember that Montgomery College is represented by these students and reflected in their adequacy of background and advisement during the first two years of undergraduate education. It is a matter of personal integrity and professional reputation that every student be a credit to this institution.

ACADEMIC RESTRICTION

Students who are placed on academic restriction are not permitted to register for more than two courses.

GRADE DISTRIBUTION REPORT

Grade distribution reports showing the grade distribution of students in courses are prepared each semester by the Dean of Institutional Research and Analysis.

DEAN'S LIST

At the end of the semester, the Dean's List, really two lists - one for full-time students and one for part-time - is published to honor those students who have a semester point average of 3.40 or higher.

STUDENT COUNSELING

Members of the counseling staff will be available in the Administration Building (Takoma Park) and Student Services Building (Rockville) in accord with the following schedule:

Takoma Park	Rockville
9:00 a.m.-5:00 p.m. daily	8:00 a.m. 8:30 p.m. Mon.-Thurs.
6:00 p.m.-9:00 p.m. Mon.-Thurs.	8:00 a.m. 5:00 p.m. Fri.

CHAPTER IX

ACADEMIC REGULATIONS

9.00 POLICY CONCERNING ACADEMIC REGULATIONS

Acting under statutes approved by the Board of Trustees in January 1950, the faculty of Montgomery College adopted, with the approval of the President, the following policy regarding academic regulations:

a. An academic regulation shall be defined as a rule which applies to members of the faculty and staff, and/or students, and which directly affects the academic standards of the institution.

b. It shall be the duty of the Committee on Academic Regulations to recommend to the faculty adoption of such amendments of the regulations as it deems necessary.

c. For purposes of organization, regulations shall be numbered from 9.10 to 9.99, and shall be classified as follows:

9.10 - 9.19	Admission and Readmission
9.20 - 9.29	Acceptance and Evaluation of Credits
9.30 - 9.39	Graduation
9.40 - 9.49	Grades and Scholastic Honors
9.50 - 9.59	Unsatisfactory Academic Progress
9.60 - 9.69	Registration
9.70 - 9.79	Academic Programs
9.80 - 9.89	Classes and Instruction
9.90 - 9.99	Petition and Appeal

Where subclassification is necessary, it shall be accomplished by attaching an additional digit to the regulation number. Regulations may be divided into sections without subclassification where this procedure seems advisable. When a regulation fits equally well into two classifications, it shall be placed in the earlier one.

d. Academic regulations for which the student is to be held primarily responsible shall be preceded by an asterisk.

e. An academic regulation shall become effective only at the beginning of an academic year and only after the following conditions have been fulfilled:

(1) The regulation has been approved by the faculty.

(2) A revised list of the academic regulations has been published by the Committee on Academic Regulations and distributed to the faculty.

(3) The faculty and the President have formally approved this list for the following year.

(4) The regulations preceded by an asterisk have been made available to the students by insertion in some official publication of the College.

f. In the event that the conditions in paragraph e have not been met, the academic regulations for the preceding year shall remain in effect.

g. In cases of urgency, the faculty with approval of the President, shall take action superseding or augmenting the academic regulations, without regard to paragraph e. Such action shall be classified as a temporary regulation and shall be in effect only for the remainder of the year.

h. It shall be the responsibility of the campus committee on academic appeals to review such cases as specified in the regulations and to consider cases in which the application of an academic regulation to an individual may not be to the best interests of the College and the students. The faculty may make provision in the regulations for delegating to the campus committee on academic appeals the power to set aside certain specified regulations in individual cases. In the event that the campus committee on academic appeals shall make an exception, it shall be reported to the faculty via published minutes for purposes of record.

i. It shall be the responsibility of each member of the faculty and the staff to see that the academic regulations are followed and to report any noncompliance to the campus registrar. It shall be the duty of the campus registrar to make known to his respective associate dean of students or campus dean, or both, any such noncompliance for appropriate action.

j. Each student shall be held accountable for the knowledge and understanding of the rules and regulations. Any deliberate attempt on the part of a student to evade compliance with an academic regulation shall be reported to the appropriate associate dean of students or campus dean. (Adopted March 19, 1954)

k. It shall be the responsibility of the admissions committee on each campus to act on all cases of admission or readmission to that campus of the College.

9.05 ACADEMIC REGULATIONS IN EFFECT FOR THE YEAR 1975-1976

The following paragraphs comprise a complete list of the academic regulations which have been approved by the President and the college faculty. The dates following each regulation indicate major revisions approved by the President and the faculty or minor editorial corrections suggested by the Committee on Academic Regulations and approved by the President. Where more than one date appears, the last date is that upon which the regulation was approved as it now stands.

9.07 PROPOSING CHANGES TO FACULTY REGULATIONS

In order that proposals for changes to academic regulations might contain the specificity needed for the Academic Regulations Committee to make a sufficiently well-informed appraisal of them, the Faculty Senate has approved a format for use in proposing such changes. The format to be used is published as Appendix C of this Faculty Handbook.

9.10 GENERAL REQUIREMENTS FOR ADMISSION

*9.101 MATRICULATED STUDENTS

a. Criteria

Matriculated students are those persons who are admitted to a degree or certificate curriculum. To be admitted as a matriculated student in a curriculum, an applicant must meet any one of the following conditions: be a graduate of a secondary school or the equivalent; have the permission of his or her secondary school principal to waive the senior year of high school; or, have earned 12 hours of college credit at Montgomery College or any other accredited institution, with a cumulative grade point average of 2.00 ("A" is equivalent to 4.0) or better. Matriculated students may attend the College either full-time or part-time.

b. Admission Procedures

Applicants for admission as matriculated students must meet the following requirements:

(1) File a formal application.

(2) Pay the application fee.

(3) Submit, for the highest level of education completed, high school transcripts indicating graduation, or certification of high school equivalency or completion, or college transcripts. In addition, for a high school junior seeking admission as a matriculated student, a letter must be received by the College from the principal of the high school attended, expressing the opinion that the student is qualified for college and waiving completion of the student's final high school year.

(4) Submit the required college health form. This form may either be filled out by a physician or be completed by the student as a self report.

(5) For some curricula, it may be necessary, because of limited facilities or limited numbers of faculty, for applicants to obtain the approval of the curriculum coordinator or department chairman in order to be accepted into a particular curriculum.

c. Foreign Students

Foreign students applying for admission as matriculated students must meet the following requirements, in addition to the general requirements for matriculated students shown above:

(1) Submit application and all supporting data prior to the deadline established for foreign students. An early application deadline is necessary for foreign students to allow college personnel sufficient time for the proper evaluation of academic record and test scores.

(2) Have a personal interview with the foreign student adviser on the campus to which application is being made.

(3) Provide evidence of satisfactory English language fluency.

Foreign students whose test scores and academic records indicate deficiency in English language fluency will be admitted as special students while they take appropriate courses designed to improve their language fluency sufficiently to benefit from regular courses.

*9.102 SPECIAL STUDENTS

a. Criteria

Students who have completed their high school requirements, or who are beyond normal high school age, and who feel that they can benefit from the programs of the College, are admitted as special students to enroll in college courses. Students who are within normal high school age and have not completed their high school requirements are normally admitted to the College only following completion of the eleventh grade. Admission is granted either with a letter of permission from their principal, waiving for them the completion of the final high school year, or in the early placement program of the College. Special students are not candidates for a degree or certificate, but may so qualify by fulfilling the admission requirements for a matriculated student.

b. Admission Procedures

Applicants for admission as special students must meet the following requirements:

(1) File an application.

(2) Submit evidence of eligibility if they wish to enroll in more than two courses concurrently:

(a) Those attending college during the semester prior to application must show evidence that they are not under suspension at their former institution. Students under suspension are

restricted in enrollment to two courses until they satisfy requirements for terminating academic restriction.

(b) Those attending high school during the semester prior to application, and who did not graduate, must show evidence of satisfactory academic status at the aforesaid school.

(c) Evidence for the above may be in the form of grade reports or a letter from the principal, dean or registrar, or a facsimile of diploma, or a transcript of the academic record.

c. Foreign Students

Foreign students who, because of deficiency in English language fluency, are admitted as special students may be limited to enrolling only in those courses designed to improve their language skills.

9.104 EQUIVALENCY STANDARDS

An applicant who furnished high school equivalency through tests of General Educational Development must attain scores which correspond to the State of Maryland's regulations for receiving high school equivalency diplomas.

9.12 ADMISSION OF STUDENTS WITH ADVANCED STANDING

An applicant for admission with advanced standing is subject to the provisions of Regulation 9.211 - 9.215.

*9.15 READMISSIONS

9.151 INTERRUPTED ENROLLMENT

Students who have interrupted consecutive enrollment in the College for any reason must file with the Director of Admissions an application for reenrollment which must be approved by the appropriate campus admissions committee.

9.152 STUDENTS ON ACADEMIC RESTRICTION

a. Students, who at the end of the previous semester were placed on academic suspension by their former institutions, will be admitted to the College on academic restriction. Also, Montgomery College students who fail to meet required cumulative quality point averages will be placed on academic restriction.

b. Students on academic restriction are permitted to enroll for no more than two courses during any semester in which they are on restriction. Academic restriction is terminated when the student earns a grade of "C" or better in each course taken during the semester on restriction, or increases his cumulative quality point average to the required level.

9.154 ADMISSIONS DECISION

The decision in all cases of admission and readmissions will rest with the appropriate campus admissions committee.

9.21 EVALUATION OF ADVANCED CREDITS

9.211 WORK AT OTHER INSTITUTIONS

Credits earned at other institutions of recognized collegiate grade are accepted for advanced standing, subject to the conditions of Regulations 9.212, 9.213, 9.215, 9.218.

9.212 CREDIT FOR WORK AT AND REQUIREMENTS WAIVED BY OTHER INSTITUTIONS

a. Credit earned at any institution shall be transferable as long as that credit was designed specifically for a college program, and providing its acceptance is consistent with the policies governing Montgomery College students following the same program. Transfer of credits from terminal (career) programs shall be evaluated on a course-by-course basis. Credits earned with a "D" shall be accepted provided the student has earned a grade point average equivalent to at least a "C" from the sending institution(s).

b. If a student is granted a waiver of a course by virtue of his proficiency in the area, the waiver will be honored. A waiver is the exclusion of any course from a given graduation requirement but is not a reduction in the number of credits required for graduation.

9.213 NON-EQUIVALENT COURSES

Course content must be equivalent to the corresponding course offered at Montgomery College. At the discretion of the campus registrar a maximum of eight semester hours of credit may be granted for non-equivalent courses.

9.215 CORRESPONDENCE COURSES

No transfer credit will be allowed for correspondence courses except as specified in Regulations 9.291, 9.292, and 9.294.

9.216 QUALITY POINT AVERAGES

Grades for courses transferred from other institutions are not included in determining quality point averages. See Regulation 9.441.

9.217 CREDIT BY EXAMINATION

In departments offering credit by examination, students may receive credit under this regulation for courses successfully challenged. Departments may elect one of two grading options:

a. The grade of "P" will be used to indicate that the student has passed the examination with a grade of "C" or better. The grade of "P" will not be figured into a cumulative point average.

b. The grades of "A", "B", or "C" may be earned. These grades will be figured into a cumulative point average.

9.218 MAXIMUM HOURS

The maximum credit earned by national testing service examinations and/or transfer from other institutions cannot exceed 45 credit hours. However, in some curricula a specified number of credits in the major field, beyond the minimum* indicated above, must be successfully completed within the department at Montgomery College.

9.29 CREDITS GRANTED FOR WORK DONE WHILE IN THE ARMED SERVICES

9.291 APPLICABLE CONDITIONS

Students who have served in the U.S. Armed Forces will be granted college credits under the conditions specified in Regulations 9.292, 9.294 and 9.295.

9.292 BASIC GUIDE

All evaluations of credits shall be made on the basis of recommendations issued by the American Council on Education in its "Guide to the Evaluation of Educational Experiences in the Armed Services".

9.294 CORRESPONDENCE COURSES

Credit may be granted for correspondence courses taken under the U.S. Armed Forces Institute only when they are completed, with final examinations, before the student matriculates at Montgomery College.

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*The word 'minimum' as used in this academic regulation is construed to mean the required number of credit hours for a curriculum less 45.

9.295 MAXIMUM CREDIT

The campus registrar shall not grant more than a total of 24 hours credit for U. S. Armed Forces Institute courses and service-training courses.

9.30 THE DEGREE OF ASSOCIATE IN ARTS

9.301 CREDIT REQUIREMENTS

To qualify as a candidate for the degree of Associate in Arts, a student must have earned the following:

a. A minimum of 60 hours of academic credit which must include all courses required in the curriculum elected by the student or such alternate courses as are specifically required by the college or university to which the student will transfer.

b. One semester hour of college orientation. This requirement may be waived if the student enters with six or more semester hours of advanced standing or if in the judgment of the academic advisor and the appropriate associate dean of students the student has experience equivalent to one semester hour of orientation.

c. Unless the curriculum in which the student has matriculated requires more PE courses than the following, then:

(1) Students who matriculated prior to 1973-1974 are required to take one semester hour of HE 100 and three semester hours of PE 101 through 144.

(2) Students matriculating in 1973-1974 are required to take one semester hour of HE 100 and two semester hours of PE 101 through 144.

(3) Students matriculating thereafter are required to take one one semester hour of HE 100.

This requirement does not apply to part-time students nor those students who meet exemption conditions for granting of waivers as specified in Academic Regulation 9.343.

9.302 POINT AVERAGE REQUIRED

To qualify as a candidate for a certificate or the degree of Associate in Arts, a student must have a minimum cumulative point average of 2.00 in the curriculum in which he is engaged.

*9.312 TRANSFER TO ANOTHER COLLEGE

With the approval of the campus registrar, a student may be admitted to candidacy for the degree of Associate in Arts who has completed at least three semesters of full-time attendance at Montgomery College and who later earns no more than eight semester hours of required credits at another college to which he transfers. Approval by the campus registrar must be obtained in advance of transferring; each application will be considered on its merits by the registrar; and the registrar may specify the length of time within which the work must be completed, and may specify the particular courses to be completed.

*9.32 TRANSFER FROM ANOTHER COLLEGE

Holders of an associate or higher degree who wish to earn an Associate in Arts degree from Montgomery College must complete a minimum of one-half of the total of credit in a curriculum at Montgomery College. Transfer of credits from another institution will be governed by the regulations of the College. In order for the student to earn a degree, transfer credits must be complemented by the balance of the course requirements for the curriculum in which the student matriculates.

9.34 GENERAL REGULATIONS CONCERNING GRADUATION

9.341 FILING APPLICATION

Candidates must file application for candidacy with the campus registrar no later than November 1 for Fall graduation, April 1 for Spring graduation, and July 15 for Summer graduation.

9.343 PHYSICAL EDUCATION WAIVER

A student who presents a physician's certificate is exempt from activity courses PE 101 through 144. (Also, see AR 9.72, Substitution of Courses.)

*9.35 REVIEW OF ACADEMIC STANDING

At any time prior to graduation, a student may request the campus registrar for a review of his academic standing and for a report on his qualifications for graduation.

9.36 HONORS

A candidate for graduation whose final cumulative point average is 3.40 or higher will be graduated "with honors".

*9.40 GRADING SYSTEM AND STANDARDS

*9.401 GRADING SCALE

a. The following grading system is used:

Grade	Standard	Quality Points
A	Superior	4
B	Good	3
C	Average	2
D	Pass without recommendation	1
F	Failure	0
I	Incomplete	None
P	Pass (Credit by Examination)	None
R	Registered for audit	None
W	Withdrawn	None
X	In Progress	None

b. Semester hours of credit in which a grade of A, B, C, D, or P has been received are defined as "earned" semester hours.

c. Semester hours of credit in which a grade of A, B, C, D, or F has been received are defined as "attempted" semester hours.

d. The grade of P may be used by departments for courses in which credit by examination is given. This grade is not included in determining cumulative averages.

*9.411 "INCOMPLETE" GRADE

If the grade of "I" (Incomplete) is assigned by the instructor, the work must be completed within the four weeks following the beginning of the next full semester unless the instructor notifies the registrar's office that an extension has been granted, in which case he must specify the new date of completion. When the work is completed, the campus registrar will record the grade as assigned by the instructor. If no grade is received by the specified date, a grade of "F" will be recorded. Under normal circumstances this period will not be extended beyond the end of the next full semester.

*9.412 "REGISTERED FOR AUDIT" GRADE

Subject to Regulation 9.648, the grade of "R" (Registered for Audit) will be recorded if the student so requests, (a) at the time of registration, if approved by the instructor or (b) before the end of the eleventh week, if approved by the instructor. In special circumstances a student may appeal in writing to the campus committee on academic appeals for permission to change to audit. Students registered for audit are entitled

to participate in all course activities but receive no credit.

9.413 IN PROGRESS GRADE

The grade of "X" may be awarded only in those courses which are designed for students proceeding at their own pace. If by the end of the semester the student has not completed the objectives or the requirements of the course, he may be awarded the grade of "X". A passing grade will be awarded in a subsequent semester, provided that the student has re-registered for and met the objectivies of the course in which the grade was awarded.

*9.42 FINAL GRADES

The semester grade as reported to the campus registrar at the end of the semester is final and will not be changed except on the written acknowledgment by the instructor that there was an error in computation or recording. In no event will such a change be made later than two months following the close of the semester in which the grade was originally issued. The close of the semester is the last day in the academic calendar of a given semester that final examinations are officially scheduled. This regulation does not apply to the grade "X".

9.43 MID-TERM GRADES

*9.431 AVAILABILITY

In the week following mid-semester examinations, students may obtain mid-semester grades from their advisers.

9.432 SUBMISSION

Mid-semester grades of all students shall be submitted to the campus registrar.

*9.44 QUALITY POINT AVERAGES

*9.441 SEMESTER POINT AVERAGE

A semester point average is the total number of quality points earned in a particular semester or summer session, divided by the total number of attempted semester hours for that semester.

*9.442 CUMULATIVE POINT AVERAGE

A cumulative point average is the total number of quality points earned in all semesters and summer sessions, divided by the total number of attempted semester hours in all semesters and summer sessions. In repeated

courses only the last attempted hours will be computed in the cumulative average.

*9.443 GRADES USED

a. Final course grades exclusively are used to compute quality point averages. Grades for courses transferred from other institutions are not included in determining quality point averages. For all purposes of record and reference, the cumulative point average does not change at any time except at the close of a semester.

b. Every grade received is included in the student's transcript, but only his last grade in any course repeated will be computed in his cumulative point average. Students who repeated a course or courses prior to the fall of 1971 may, upon their request to their campus registrar, have their cumulative point average recomputed in accordance with this regulation.

c. The grades of "W", "R", and "P" are not included in any quality point average.

9.45 PREREQUISITE IN THE ALLIED HEALTH PROGRAMS

A grade of "C" or better is required in certain allied health courses related to clinical competency, in order to register in the subsequent course.

*9.46 HONORS - DEAN'S LIST

*9.461 ELIGIBILITY

To be eligible for the Dean's List a student must have a semester point average of 3.40 or higher and must have carried five or more semester hours.

*9.462 COMPOSITION

The Dean's List shall be divided into full-time and part-time students.

*9.50 ACADEMIC STATUS

*9.501 CRITERIA USED

a. At the close of any semester or summer session the academic status of every student shall be determined by the standards set forth in the following table:

Total cumulative semester hours attempted	Student is in good academic standing if cumulative quality point average equals or exceeds	Student is placed on probation if cumulative quality point average is less than	Student is placed on academic restriction
1 - 5	0.0	-	-
6 - 10	0.5	0.5	0.3
11 - 18	1.5	1.5	0.5
19 - 32	1.7	1.7	1.0
33 - 45	1.8	1.8	1.2
46 - 65	1.9	1.9	1.5
66 and above	2.0	2.0	1.7

(The above is portrayed graphically on the following page.)

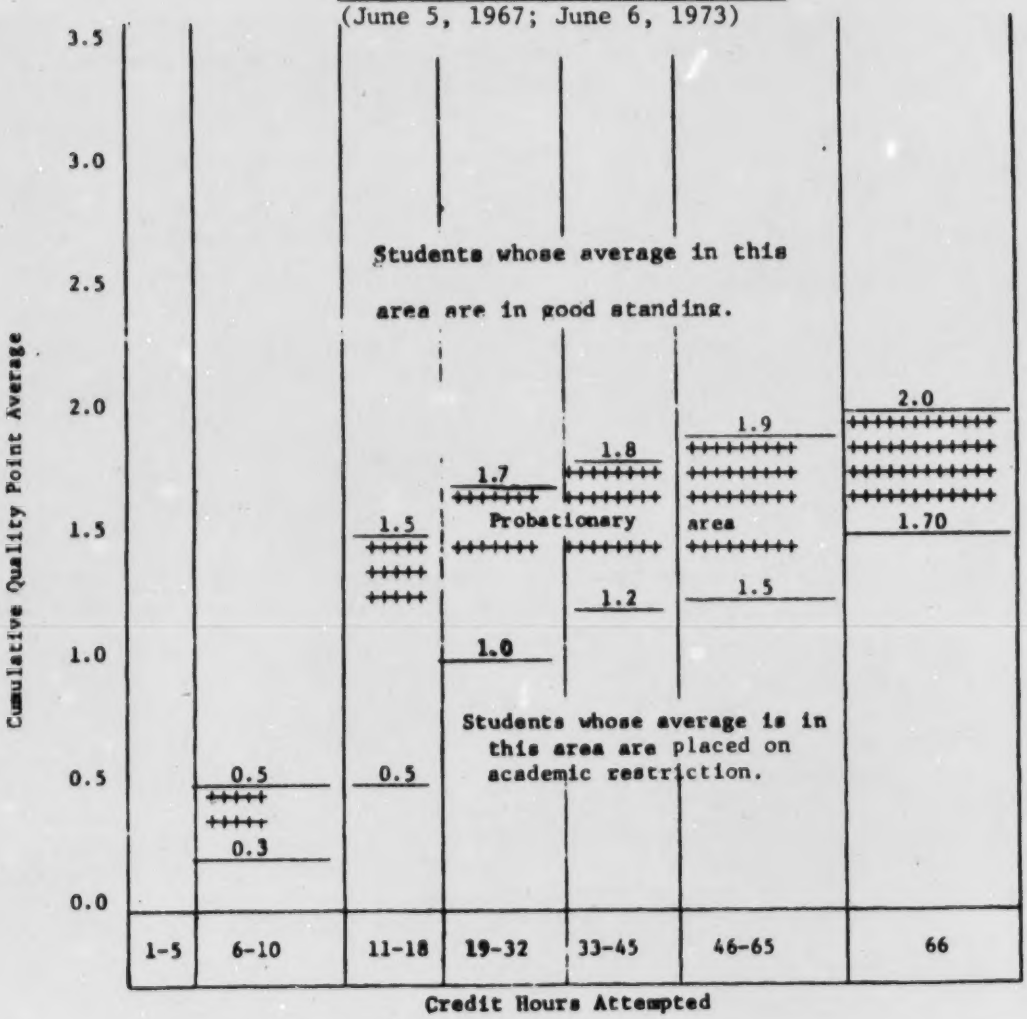
b. Probation as illustrated in the above table shall not appear on the student's permanent record card but will be shown on the grade report as warning information to the student and as a guideline for inter-collegiate athletic participation.

c. Any student earning a current semester average of 2.0 or higher will not be placed on academic restriction at the end of the current semester regardless of his or her cumulative grade point average.

*9.502 WORK AT OTHER COLLEGES

A student's probational status shall not be changed by courses taken at another college.

DETERMINATION OF STUDENT STATUS
(June 5, 1967; June 6, 1973)



*9.60 REGISTRATION CLASSIFICATIONS

*9.601 REGULAR STUDENTS

A regular student is one who has been admitted to a degree or certificate curriculum. A regular student may be either a full-time or a part-time student.

*9.602 FULL-TIME STUDENTS

A full-time student is a regular student who is enrolled for 12 or more credit hours or their equivalent.

*9.603 PART-TIME STUDENTS

A part-time student is a regular student who is enrolled for no more than 11 semester hours for credit.

*9.604 SOPHOMORE STUDENTS

A sophomore student is a regular student who has a minimum of 28 earned semester hours. All other regular students are freshmen.

*9.605 SPECIAL STUDENTS

A special student is one who has been admitted under academic regulation 9.102.

*9.61 LATE REGISTRATION AND CHANGE OF PROGRAM

*9.611 LATE FEE

All students are expected to register on the dates listed in the college calendar. For registering after those dates, a late fee of five dollars is charged.

*9.612 ADDING COURSES

No course may be added after the first week that a class begins except by permission of the instructor in the course. The last date to add a course will be no later than the last day of the fifth week of classes for all courses of normal semester length. If a department requests a course change in order to place a student in a course commensurate with the student's ability, then academic regulation 9.612 does not apply. This regulation, therefore, would not be applicable to self-paced courses.

*9.613 CHANGE FROM AUDIT TO CREDIT

Before the end of the fifth week of classes a student registered for audit (R) may change to credit with the consent of the instructor.

*9.62 REPEATED COURSES

A student may not repeat for credit a course in which he has received a grade of A, B, C, or P.

9.63 ACADEMIC LOAD

9.631 MATRICULATED STUDENTS

Matriculated students may not enroll for more than 19 hours in one semester except by permission of their academic adviser and associate dean of students.

9.632 SPECIAL STUDENTS

A special student may attempt no more than two courses in any one semester except by permission of the associate dean of students.

*9.64 WITHDRAWAL FROM CLASSES

*9.641 CONSULTATION

A student who wishes to withdraw from one or more courses shall first consult with his adviser, who will sign a "Change in Schedule" form. A student who wishes to withdraw from all classes shall consult with a counselor. Although the final decision of dropping rests with the student, his adviser or a counselor may at his discretion require the student to confer with his instructors before signing the "Change of Schedule" form. The student will then file this form with the campus registrar.

*9.642 FORM REQUIRED

It shall be the responsibility of the student to file the approved "Change in Schedule" form with the campus registrar. If a student neglects to follow the official withdrawal procedure and merely ceases to attend classes, the grade of "F" will be recorded at the end of the semester.

*9.643 RECORDING DROPPED COURSES

Courses officially dropped before the end of the fifth week of classes will not be included on the student's permanent record or on official transcripts.

*9.644 TIME LIMITATIONS

No course may be officially dropped after the 11th week of classes, EXCEPT that complete or partial withdrawal may be made upon evidence certifying to one of the following conditions: (1) Voluntary enlistment in the Armed Services; (2) Involuntary enlistment as the result of Selective Service; (3) Withdrawal requested on grounds of ill health and supported by medical certification; and that (4) Under special circumstances a student may appeal in writing to the campus committee on academic appeals for permission to withdraw from classes.

*9.645 GRADES ASSIGNED

If a course is dropped after the fifth week of classes and before the end of the eleventh week, the grade of "W" will be recorded.

*9.646 WITHDRAWAL DATE

The official date of withdrawal is the date on which the completed "Change in Schedule" form is filed with the campus registrar. No grade will be reported by an instructor before this date, and the student is responsible for all assigned course work up to date.

*9.648 EXCESSIVE ABSENCES

If the student is dropped by the instructor for excessive absences according to academic regulation 9.823 during the first 11 weeks, academic regulation 9.643 or 9.645 shall be applied. If the student who is registered for credit is dropped by the instructor for excessive absences according to academic regulation 9.823 after the eleventh week, the grade of "F" shall be recorded. If the student who is registered for audit is dropped by the instructor, the grade of "W" shall be recorded.

9.649 DROPPING UNPREPARED STUDENT

In the event that a student registers for [illegible] for which he lacks the prerequisites as designated in the [illegible]alog, the instructor, after consultation with the student, may [illegible] student from the course, immediately notifying the registrar of his decision in writing; this action to be taken within the first five weeks of the semester. The instructor's decision may be appealed to the appropriate department chairman.

9.70 ACADEMIC PROGRAMS

*9.701 CURRICULUM REQUEST

Each regular student will request a specific curriculum at the time of application for admission. This request is subject to approval of the appropriate campus admissions committee. The student will remain in this approved curriculum unless it is changed by official action in accordance with 9.704, 9.706, and 9.708.

*9.702 ADVISER

The associate dean of students will assign each student to an academic adviser at the time of acceptance and to a student personnel counselor during his first semester.

*9.704 CHANGING CURRICULUMS

A student who wishes to change curriculums must submit to the campus registrar a "Request to Change Curriculum" form which has been approved by his academic adviser, his student personnel counselor, and adviser in the requested curriculum.

*9.706 APPROVAL OF CURRICULUM CHANGE

A student's "Request to Change Curriculums" will be processed under one of the following sections:

a. The campus registrar may approve the change for the campus committee on academic appeals when the "Request" has been unanimously endorsed by the student's counselor, his adviser, and adviser in the requested curriculum, and the appropriate associate dean of students.

b. When the "Request" has not received unanimous endorsement, the campus committee on academic appeals will consider the case on its merit at a hearing previously announced to all interested parties to the action.

*9.708 CHANGE OF ADVISER

A student whose curriculum has been changed may be assigned to a new adviser by the appropriate associate dean of students.

9.72 SUBSTITUTION OF COURSES

9.721 AUTHORITY TO CHANGE

Only the academic adviser may change curriculum requirements as provided for in academic regulations 9.722 through 9.726.

9.722 CRITERIA

Courses substituted must be:

a. At the same level or higher than the course being replaced, (i.e. 100 level courses for 100 level, 200 level for 200 level, 200 level for 100 level), and in the same general field (i.e. Social Science for Social Science, Humanities for Humanities, Mathematics (Science) for Mathematics (Science) as specified in the current catalog. Courses not in these categories must be substituted under academic regulation 9.726.)

b. Necessary to fulfill requirements of the college to which the student intends to transfer, provided that all elective hours have already been used for this purpose.

9.723 RECORDING

All substitutions must be recorded on the appropriate registrar's form, MC Form 9.723, at the time the adviser grants them.

9.724 SEMESTER-HOUR LIMITATION

No more than nine semester hours may be substituted in any curriculum, and these nine semester hours must be approved by the adviser.

9.726 EXCEPTIONS

Any substitution for curriculum course requirements not specified in regulations 9.721 - 9.724 may be approved by the campus committee on academic appeals.

*9.82 CLASS ATTENDANCE

*9.821 EXCUSED ABSENCES

Students are expected to attend all class sessions except in cases of emergency (e.g., illness, death in family), or when participating in official college functions (e.g.,field trips and athletic events). In these cases, or in the case of absence for special personal reasons, it is the student's responsibility to confer with the instructor about whether the absence is to be considered as excused. When determining whether to consider an absence as excused, the instructor may require such evidence as he sees fit and may consider the student's previous attendance record.

*9.822 "MAKE-UPS"

Absences usually cannot be made up, and permission for make-up, even when it is possible, will be granted only at the instructor's discretion.

*9.823 EXCESSIVE ABSENCES

When a student's unexcused absences have equalled the number of class sessions per week, the instructor may notify the associate dean of students, who will issue a warning statement to the student. If, after the student has been warned, an additional unexcused absence occurs, the instructor may drop the student, and assign a grade according to academic regulation 9.648.

*9.830 ABSENCE OF INSTRUCTOR

In the event an instructor does not arrive at the appointed class within 15 minutes after the time the class is scheduled to begin, the students may assume the class will not meet that day.

*9.85 CHEATING AND PLAGIARISM

If a course instructor feels that a cheating offense warrants action beyond the grade penalty assigned, he may refer the case for disciplinary action to a committee composed of teaching faculty and students. The members of the committee shall be selected in a manner prescribed in the governance document of each campus.

*9.90 PETITION AND APPEAL

*9.901 PETITION PROCEDURES

At any time a student believes that application of these regulations in his individual case is unwarranted, he may petition for review and consideration by the campus committee on academic appeals. A written request should be addressed to the chairman of the campus committee on academic appeals and submitted to the office of the associate dean of students. The student personnel staff will direct the completion of the petition form, advise the student concerning implications of the regulations or any change in status, and secure relevant facts and opinions of interested faculty. The complete petition with the appropriate recommendations will then be submitted by the office of the associate dean of students to the committee for consideration. Regulations concerning admission or readmission are not subject to appeal to the campus committee on academic appeals. Such regulations are governed by regulation 9.154.

9.902 FINAL ACTION BY COMMITTEE

In appeal cases involving regulations 9.20, 9.312, 9.341, 9.42, 9.411, 9.412, 9.413, 9.501, 9.602, 9.612, 9.613, 9.63, 9.644, 9.646, 9.704, 9.706, and 9.726, the campus committee on academic appeals is empowered by the faculty to act for the faculty. The appropriate registrar shall notify the student of the action taken and the committee shall notify the faculty via published minutes.

9.903 FINAL ACTION BY CAMPUS ASSEMBLY

In appeal cases where the campus committee on academic appeals does not have the power to act for the faculty, the committee shall review the case, and if it feels that the appeal should be granted, shall request campus assembly approval. If the committee does not feel that the appeal should be granted, the campus registrar shall notify the student of that fact.

*9.904 FINAL APPEAL

Any student whose petition is not approved by the campus committee on academic appeals may, after consultation with his adviser, appeal to his campus faculty representative group, as defined in Paragraph 2.72 in the constitution, by means of a written request to the chairman thereof.

GENERAL INFORMATION

The contents of this section have been designed so as to place in alphabetical order information of a personal or professional nature which will provide answers to questions that frequently arise.

ABSENCES: FACULTY AND STUDENT

FACULTY ABSENCE FROM CLASS

The basic college policy is that every scheduled class will be met, and taught, whenever possible, even at some inconvenience. An attempt to engage a substitute should be made prior to cancellation of class. Cancellation is the last resort.

Offices and Person to be Notified

Whenever an instructor is to be absent from class, miss a class, be late for a class, or leave the College before meeting all of his classes, it is his responsibility to notify the chairman of his department. On the Takoma Park Campus he also notifies the division chairman concerned as soon as possible. The evening secretary should be called to post a notice for information of the class if a last-minute situation has been unavoidable.

Priorities of Responsibility

Unless otherwise advised by your department chairman, the responsibility for providing class coverage is in this order:

1. If circumstances permit, it is the instructor's responsibility to provide a substitute for the necessary period: one hour, one day, or longer.

2. If alternative 1 is unsuccessful or not possible because of circumstances, provision of coverage becomes the responsibility of the department chairman.

3. If alternatives 1 or 2 are unavailing, the problem then becomes the responsibility of the division chairman or Academic Dean, in cooperation with the department chairman.

Priorities in Methods of Coverage

Depending on circumstances such as the amount of previous notice, the familiarity of the subject matter to the substitute and the nature of the subject matter under assignment, there are various levels of "coverage" in order of preference:

1. The class is met and taught, or the examination given, so that the syllabus is carried forward in spite of the absence. This should be especially possible in multi-section courses where different instructors and sections can be assumed to be fairly well together in a generally common syllabus.

2. The class is met and continued throughout the period by discussion, review, in-class written assignment or similar instructional technique.

3. The class is met, roll taken, and dismissed for further research or written work already assigned in the library or elsewhere.

4. The class is met, roll taken, and dismissed.

5. The class is cancelled.

The professional responsibility of the instructor requires that he should consider substitute responsibilities as important as his own responsibility to meet with and instruct the class.

Payments for Part-time Faculty Absences

Each part-time faculty member is authorized one paid absence per semester, on a non-cumulative basis, as the result of illness. Such an absence is defined as one which occurs on any one calendar day during either a regular semester or summer term, on which the instructor concerned is scheduled to teach. For absences that are not attributable to illness or for absences involving more than one calendar day per semester that are attributable to illness, the responsibility for financial arrangements for the guest lecturer rests with the part-time faculty member.

It is the instructor's responsibility to give proper notification to his division chairman and/or department chairman and to recommend a guest instructor in the event of his absence. The amount of remuneration, in the form of an honorarium payment, should be determined between the part-time faculty member and the guest lecturer. When calling in, the part-time faculty member will indicate how this class will be covered, the financial arrangements made with the guest lecturer, and the latter's name and telephone number. The Payroll ffice, after proper notification from the appropriate Takoma Park division chairman or Rockville department chairman (through the campus dean's office) will effect a pay adjustment to the part-time faculty member's gross pay before taxes, if necessary, and arrange for an honorarium payment of the guest lecturer by Montgomery College according to the part-time faculty member's requested deduction arrangements.

In the case of part-time faculty who are unable to supply a substitute, the College will do so upon advance notification of the division chairman (Takoma Park) or department chairman (Rockville). An adjustment, where indicated, will be made to the salary of the part-time faculty member as noted above.

STUDENT ABSENCE FROM CLASS

The individual faculty member defines his own absence policy; therefore, at the beginning of the semester, he should make his absence policy unequivocally clear to the students in his classes. Academic regulation 9.821 states that students are expected to attend all class sessions except in cases of emergency (e.g., illness, death in the family), or when participating in official college functions (e.g., field trips and athletic events). In these cases, or in the case of absence for special personal reasons, it is the student's responsibility to confer with the instructor about whether or not the absence is to be considered as excused. When considering the absence, the instructor may require such evidence as he sees fit and may consider the student's previous attendance record.

Excessive Student Absences

When a student's unexcused absences have equalled the number of class sessions per week, the instructor may notify the associate dean of students, who will issue a warning statement to the student. If, after the student has been warned, an additional unexcused absence occurs, the instructor may drop the student, and assign a grade according to Academic Regulation 9.648.

AUDIO VISUAL MATERIALS AND EQUIPMENT

One of the functions of the Department of Learning Resources on each campus is to make the following available for faculty use:

Overhead projectors	Listening stations
Opaque projectors	Television cameras
2x2 slide projectors	Television projectors
3¼ x 4 slide projectors	Television monitors
Filmstrip projectors	Teaching machines (Autotutors)
16 mm projectors	Diazo transparency equipment
8 mm loop projectors	Projector carts
Record players	35 mm camera
Tape recorders	Book copier
Portable public address system	
Portable screens	Thermofax copiers

Forms to secure audio-visual equipment at Rockville may be obtained in the evening office or Room 11 of the Campus Tower. At Takoma Park, they may be obtained in the Learning Resources office (Administration Building, Room 103) or the mail room in the Administration Building.

Classroom equipment may be assigned to users or provided and operated by arrangement with learning resources personnel. Instructions in the use of equipment will be given when requested.

At the instructor's request and upon concurrence of the department chairman, learning resources rents or borrows films for classroom use. Catalogs from various film sources may be consulted in the office of the department of learning resources, and visual materials previewed at the instructor's convenience.

Graphic services, including some work in photography, are available to the faculty and administration.

BOOKSTORE

The Takoma Park Bookstore is located on the lower level of the Student Building and may be entered from the inner campus or from the student lounge.

The Rockville Bookstore is located in the basement on the west side of the Campus Center.

The bookstores have regular, posted hours. Published class schedules (booklets) contain information pertaining to the hours when the stores are open during registration.

CAFETERIAS

The cafeterias are located in the Takoma Park Student Building and the Rockville Campus Center. The faculty dining room at Takoma Park is on the second floor of the Student Building. The faculty dining room at Rockville is on the first floor, west side, of the Campus Center. Snack facilities are located on the ground floor of the Campus Tower and the third floor of the Library at Rockville. At Takoma Park, snack facilities are located in the Administration Building.

CHANGES IN GRADES

Changes in final grades can be made only in accord with Academic Regulations, which state that "The semester grade as reported to the campus registrar at the end of the semester is final and will not be changed except on the written acknowledgment by the instructor that there was an error in computation or recording. In no event will such a change be made later than two months following the close of the semester in which the grade was originally issued."

CHANGES OF CLASS MEETINGS, TIMES OR PLACES

Any change of classroom must be cleared through the office of the campus registrar.

Any changes of class meeting times must be cleared through the department chairman, the office of the division chairman (Takoma Park) or academic dean (Rockville), and the office of the campus registrar.

Field trips and special class sessions must be cleared through the department chairman and, at Takoma Park, the office of the division chairman.

DESK COPIES OF TEXTBOOKS

Desk copies may be purchased at the bookstore. A refund will be made when the bookstore receives from the faculty member the desk copy sent by the publisher. Forms for ordering desk copies and addresses of publishers are available at the bookstore.

DISEASE REPORTS

Knowledge of students having a reportable disease, or of students having contact with persons having a reportable disease, should be given to the college nurse in order that the required protective measures may be instituted.

Reportable diseases are:

- Tuberculosis
- Venereal Disease
- Diptheria
- Hepatitis
- Typhoid
- "Strep" Throat
- Intestinal Infections
- Salmonella, Shigella
- Memingococcal Meningitis
- Polio
- Smallpox
- Whooping Cough

EMERGENCY CLOSING OF THE COLLEGE

The radio and TV reports concerning dismissal of county schools because of snow do not apply to the College unless Montgomery College is mentioned specifically. Although all area stations will have the same information, and will make announcements, as a public service, WMAL, 630 on the dial; WINX at 1600; and WTOP at 1500 have made special arrangements to service college requests. It will be presumed that, unless further announcement of continued closing is made, the college campuses will re-open on schedule the following day.

Because college students and members of the faculty provide their own transportation and do not depend upon school buses, it is often not necessary to close the College when the county school system is closed. Unless the College is officially closed, instructors are expected to carry on scheduled classes, adjusting the program to the needs of those present.

Should power failure or other unusual event occur during the evening session, a special announcement will be made to all concerned by the individual responsible for the functioning of each campus during the evening. Normally this announcement would come from the office of the division chairman concerned on the Takoma Park Campus or from the office of the academic dean on the Rockville Campus.

LIBRARY

The part-time faculty has full library privileges.

	Rockville	Takoma Park
Hours:		
	8:00 a.m.-9:15 p.m.Mon.-Thurs.	8:00 a.m.-9:30 p.m.Mon.-Thurs.
	8:00 a.m.-4:15 p.m.Fridays, Saturdays and summer weekdays	8:00 a.m.-4:30 p.m.Fridays
		1:30 p.m.-5:00 p.m.Sundays

Both campuses - closed on holidays

Books checked out by instructors should be returned within a reasonable time (2 to 6 weeks).

Return or renew all books at the end of the fall semester.

Return all books, records, periodicals, etc., at the end of the academic year or at the end of the semester in which the teaching commitment terminates.

Lost books are to be paid for.

Popular titles may be checked out for the regular loan period (2 weeks plus 2 renewals).

Current periodicals (except the latest issue) may be checked out for seven days.

Bound periodicals may not be checked out. They are classified as reference books and are used on the stack level where they are shelved.

The library does not supply desk copies for the faculty.

Selection and Purchase of Books and Periodicals

The library does not purchase copies of currently adopted texts.

Each instructor should check the library's holdings in his teaching area (books and periodicals) and recommend additions or deletions. Suggestions need not be limited to teaching area. Books will be ordered throughout the year.

When making a request, supply when possible:

a. Full name of author (initials if no given name is found)
b. Full title of book
c. Publisher's name only
d. Price (especially important if book has been selected from a current brochure)
e. Date of publication (important)

The final decision to purchase library books is the responsibility of the campus librarian.

Reserve Books and Periodicals

Request reserves two weeks prior to assignment to enable the librarian to call in books already on loan.

Alert the librarian to magazine articles being recommended to the class before the assignment is made to insure availability of such material.

Personal copies of books put on "reserve" by instructors will be treated as library holdings, but the staff will not assume total responsibility for their protection against loss.

Recordings

The library owns and circulates LP records which are listed in the card catalog. It catalogs, but does not hold, records for other departments These are chosen by the departments and paid for out of their funds.

Smoking

Smoking is not permitted in the library reading rooms or lobbies.

MAIL

Individual mailboxes for all part-time faculty are located on the first floor of the Administration Building (Takoma Park) and the basement of the Humanities Building (Rockville). At Rockville, part-time faculty teaching during the day will have mailboxes in the mailroom. Evening only part-time faculty will have mailboxes in the evening office, Room 20H. All inter-communication memos, etc., are placed in the mailboxes. Each member is expected to collect his mail before each class meeting.

NOTIFICATION OF CHANGE OF ADDRESS OR TELEPHONE NUMBER

Part-time faculty should notify the College, using the appropriate college form (MC 7.315), when there is a change of name, address, or telephone number. Forms are available in the campus deans' offices, the evening session offices, and the department chairmens' offices.

OFF-CAMPUS INSTRUCTION

Off-campus credit courses are offered by the office of Community Services working directly with the academic departments of both campuses. All questions pertaining to the off-campus locations should be directed to the Dean of Community Services or the Community Services extension coordinator.

Off-campus instructors are asked to be thoroughly familiar with policies on examinations, grade reports, withdrawals from classes or from the College, as found in other portions of this handbook.

In addition, the following points pertaining to off-campus locations should be noted:

a. Please note all information given on the separate flyer for your off-campus location as well as other information distributed by the office of Community Services.

b. A class telephone committee should be organized immediately for transmission of emergency messages such as snow day announcements, etc.

c. Please advise the office of Community Services if you find it necessary to be absent from class even if you have engaged a substitute. The same holds true if you use a guest lecturer at any time.

d. Since public facilities are most often used for off-campus classes, your classroom should be left in condition for another group to use immediately after you leave.

e. Please advise the office of Community Services of any changes in your class activities, such as field trips, moves to different class locations, etc. Also be sure to advise the liaison person for government programs at the center where your class is located.

f. The office of Community Services will duplicate a reasonable amount of class materials. Please submit the copy two weeks in advance of the date it is needed.

g. The availability of audiovisual materials depends on the location of the off-campus center. However, it is not available with the same expediency as found on campus. Please check with the office of Community Services if such material may be needed.

PARKING ON CAMPUS

Privately owned vehicles must display an MC numbered decal if they are to be parked on campus or on College-controlled property. Generally, the cost for registration of a vehicle is $10. Unless stated otherwise by the respective campus dean, registration is required of all persons who desire parking privileges except evening only faculty, staff or students. To register, an application with payment is submitted at the cashier's office. The cashier notates the application that payment has been made, and the applicant then obtains a decal from the security office. Full details are available in the college traffic regulations which are available at the cashier's office or the security office.

SMOKING, EATING and DRINKING

Smoking is permitted only in corridors, offices, cafeterias, lounge rest rooms, and halls with the exception of the library, where no smoking is permitted except in the faculty lounge at Takoma Park. Smoking is not permitted in classroom situations at <u>any</u> time by <u>anyone</u>. <u>No smoking</u> is permitted in any of the classroom laboratories. Eating and drinking are not permitted in classrooms regardless of whether a class is in session. It is the instructor's responsibility to see that these regulations are enforced.

STUDENT HEALTH AND SAFETY REPORTS

POLICY

Any time a student body calls to the attention of an administrator or faculty member of this College a problem concerning the health or safety of the student body, a report shall be made to the Board at the earliest possible time.

PROCEDURES

In order to expedite transmittal of student health and safety reports to the Board of Trustees, any employee of the College who becomes cognizant of any matter which could be detrimental to the general health of the student body or injurious to any individual student or group of students, will be guided by the following procedures:

a. The faculty member, administrator, or staff member will, immediately upon becoming cognizant of a student health or safety matter as outlined above, provide an oral report of his knowledge to the appropriate business or facilities office on his campus.

b. In coordination with the campus associate dean of students, the campus business or facilities administrator will conduct such immediate investigation as he believes is appropriate and will then present orally to the campus dean his recommendations for any required remedial action.

SUPPLIES AND DUPLICATION SERVICES

Supplies such as roll books, examination booklets, paper, and pencils may be obtained through the office of the division chairman responsible for the evening program (Takoma Park) or the evening dean's office (Rockville). The divisional secretaries, departmental secretaries, or evening secretary will type and have reproduced copies of tests and other classroom related materials. This request should be submitted on a Job Request Form at least 48 hours in advance.

QUESTIONS OR QUERIES

If at any time you have any questions regarding the course you are teaching, please feel free to contact your department chairman. The division office at Takoma Park or the Academic Dean's office at Rockville will be glad to assist you on other matters regarding your assignment with the College.

A GUIDE TO FACULTY RESPONSIBILITIES

WEEK BY WEEK GUIDE

This portion provides a week-by-week guide of responsibilities as each semester progresses.

WEEK 1

a. Class Lists - On the day classes begin, instructors will find Class Lists in their mail boxes or in their department office before 8 o'clock.

b. First Class Meeting - Roll should be taken to verify the names on the Class List. A student in attendance whose name does not appear on the list should be sent to the campus registrar's office.

c. Changing Sections - Any open section of the same course may be substituted (at the campus registrar's office) by a student during this first week without the signature of either the adviser or the instructor.

d. Changing Courses - Substituting a subject, or adding a new course requires signature approval of the adviser.

e. Form for Schedule Change - Change of Schedule.

(1) By changes in class lists the instructor is notified of persons dropping the course.

(2) Any course officially dropped before the end of the fifth week of classes will not be included on the student's permanent record or on official transcripts. During this first week of classes, student pays no fee for schedule change.

f. Late Registration - Students are permitted the privilege of late registration subject to the concurrence of the instructor and the ability of the student to make up assigned work.

g. "No Shows" - If a student whose name is on the class list does not appear during the first week, the instructor should inform the campus registrar's office. If the instructor finds that the student is actually registered for the course, yet not attending, he should notify the records office/registrar via the 'Intention to Drop' form which may be obtained in that office.

h. Request to Withdraw - A student who wishes to withdraw completely should be sent to the student personnel office for an exit counseling interview and completion of a Request for Withdrawal. Official withdrawal requires the completion of the appropriate procedures. Simply to cease attending classes does not constitute withdrawal. The student who fails to complete the full official withdrawal process is continued in registration. At the end of the semester his grades are

reported as "F's", with probation or academic restriction as a probable consequence.

WEEK 2

a. Change of Program - No course may be added after the first week of classes except by permission of the instructor and the department chairman, in addition to that of the adviser. Beginning this second week, a fee of $5.00 is charged for any change of schedule.

b. Excessive absences - When a student's unexcused absences have equalled the number of class sessions per week, the instructor may notify the associate dean of students, who will issue a warning statement to the student. If, after the student has been warned, an additional unexcused absence occurs, the instructor may drop the student, and assign a grade according to academic regulation 9.648. It is the responsibility of the instructor, at the beginning of each semester, to make this absence policy unequivocally clear to the students in his classes.

c. Refunds of Tuition - Details may be found in the college catalog and the class schedule booklet.

WEEK 3

a. Incomplete Grades - If a student has been given a grade of "incomplete" during the prior semester, his work must be completed within four calendar weeks of the close of that semester unless a later date is specified by the instructor. If the work is not completed by the specified date, the grade of "F" will be recorded. Any extensions of time beyond the normal four weeks should be communicated to the records/registrar's office via the grade verification sheets.

b. Change of Curriculum - Previously enrolled students who wish to change from one curriculum to another should be discouraged from doing so during the orientation and registration period. The preferred time for such changes extends from the third through the fourteenth week of classes. After the adviser and the student together have decided that the contemplated curriculum change is a wise one, the student should be sent to the student personnel office. Here he requests approval of such a change and completes appropriate forms if this approval is forthcoming. These forms require the signatures of the student's counselor; adviser; new adviser, (if such is to be assigned as a result of the curriculum change); and finally, the appropriate associate dean of students.

c. Unsatisfactory Progress - If at any time during the semester the instructor feels that a student is making unsatisfactory progress, this fact should be reported to the student personnel office, on the Notice of Intention to Drop, MC Form 9.823 which that office will provide. An early report of such unsatisfactory progress may enable the student personnel staff to assist with the problem before it becomes insurmountable.

WEEK 4

a. Class Lists - New class lists, correct as of the end of the third week, supersede the class lists issued immediately after registration. If there are discrepancies between the new list and the instructor's records of students' enrollment, he should seek clarification from the campus registrar's office. The instructor may use this class list to enter names in his grade book. Grade books may be obtained through the division chairman's or assistant academic deans' offices at each campus.

b. Dropping a course - If a course is dropped after the fifth week of classes and before the end of the eleventh week, the grade of "W" will be recorded.

c. Grade Report for Withdrawals After the Fifth Week - The campus registrar's office will automatically record a "W" on the student's permanent record, if the student withdraws after the fifth and before the end of the eleventh week. (See Dropping a Course above). (At no time may a student registered for audit receive any grade other than "R" for audit, regardless of the quality of his work in the course.)

d. Health Report - All new personnel must submit medically verified evidence of freedom from active tuberculosis. This may be accomplished by chest x-ray or intra-dermal tuberculin tests. For their initial hiring only, new part-time faculty must submit their certificate no later than 30 days after an appointing letter is received.

WEEK 5

a. Dropping Courses - This is the last week a student may drop a course with no notation on his permanent record.

b. Excessive Absences - Excessive absences should be reported to the associate dean of students. Total unexcused absences in excess of the number of class sessions per week may constitute evidence of endangered academic progress. At the discretion and initiative of the instructor such a student may be dropped from the class. If the student is dropped by the instructor after the eleventh week, the grade of "F" will be recorded.

WEEK 7

Mid-semester Grade Reporting Materials - The instructor will find in his mailbox:

a. Grade report sheets to be used for reporting mid-semester grades, and

b. Instructions regarding the examinations and grade reporting process.

WEEK 8

a. Mid-Semester Examinations - Examinations, if used, are to be given during the regular class periods.

b. Class Meetings - All classes meet as regularly scheduled during this week, the only change being that one period normally will be scheduled for a mid-semester examination. Classes (and examinations) will meet in the regularly assigned classrooms.

c. Mid-Semester Grades - Instructors must assign a grade to each student, placing this mark in the box on the special grade sheet provided for this purpose. Grades for each class are due in the campus registrar's office by the established deadline dates. It is imperative that all grades reach the registrar not later than 9 a.m. of the Monday following mid-semester examination week..

d. Grades for Audit Students - Students registered for audit may be given no other grade than "R", regardless of the quality of their academic performance at mid-semester or at final grade time.

e. Application for Graduation - Advisees must file application for degree candidacy with the campus registrar no later than July 15 for summer session graduation, November 1 for fall semester graduation, or March 30 for spring semester graduation.

WEEK 11

a. Dropping Courses - No course may be officially dropped after the eleventh week of classes except that complete or partial withdrawal may be made after the end of the eleventh week upon evidence certifying to one of the following conditions:

(1) Voluntary enlistment in the armed services.

(2) Involuntary enlistment as a result of Selective Service.

(3) Withdrawal requested on grounds of ill health and supported by medical certification, or

(4) An appeal in writing, under special circumstances, by the student to the campus committee on academic appeals for permission to withdraw from classes. (Procedures for complete withdrawal are indicated under Week 1).

WEEK 12

a. Commencement Week Instructions - Instructions for faculty and graduates are issued by the registrar's office at this time.

b. Graduation List - The final list of candidates for the Associate in Arts degree is sent to the Faculty Senate by the Dean of Student Affairs, for its review and approval, on behalf of the full faculty.

c. Ordering Academic Costume - Instructors will find in their mail boxes a memorandum requesting information about academic costume for commencement. Pertinent measurements are requested from those who wish a costume ordered by the College. The College shares the cost of these costumes with the members of the faculty wishing to rent them.

WEEK 14

a. Final Examination Materials - Detailed instructions concerning final examinations, if to be given, and the filing of final grade reports will appear in faculty mail boxes during this week.

b. Summary of Course Content - This form must be returned to the appropriate division chairman. Instructors should complete this Summary Course Content form before the hectic rush which often marks the end of the semester.

WEEK 16

Final examinations - The end of this week marks the beginning of final examinations. The examination schedule, which must be adhered to, is in the class schedule for the semester.

FINAL EXAMINATION WEEK

a. Final Examinations - There is no college regulation which requires a final examination. It is a departmental decision, however, as to whether or not an examination will be given. An instructor may not hold a final examination at a time and place other than that designated in the official schedule of examinations included in the semester class schedule.

b. Filing of Final Grade Reports - All final reports must be filed in the campus registrar's office no later than 48 hours after the final examination in that course. Grade reports for courses with final examinations administered on the last day must be filed within 24 hours. A single faculty member failing to comply with this rule paralyzes the entire end-of-semester process, since probation, academic restriction, and graduation lists cannot be determined until every grade is in, and the grades have been processed.

c. Final Examinations and Course Information - A copy of the final examination, plus a copy of the course outline used by the instructor, must be filed with the appropriate division chairman (Takoma Park), or department chairman (Rockville).

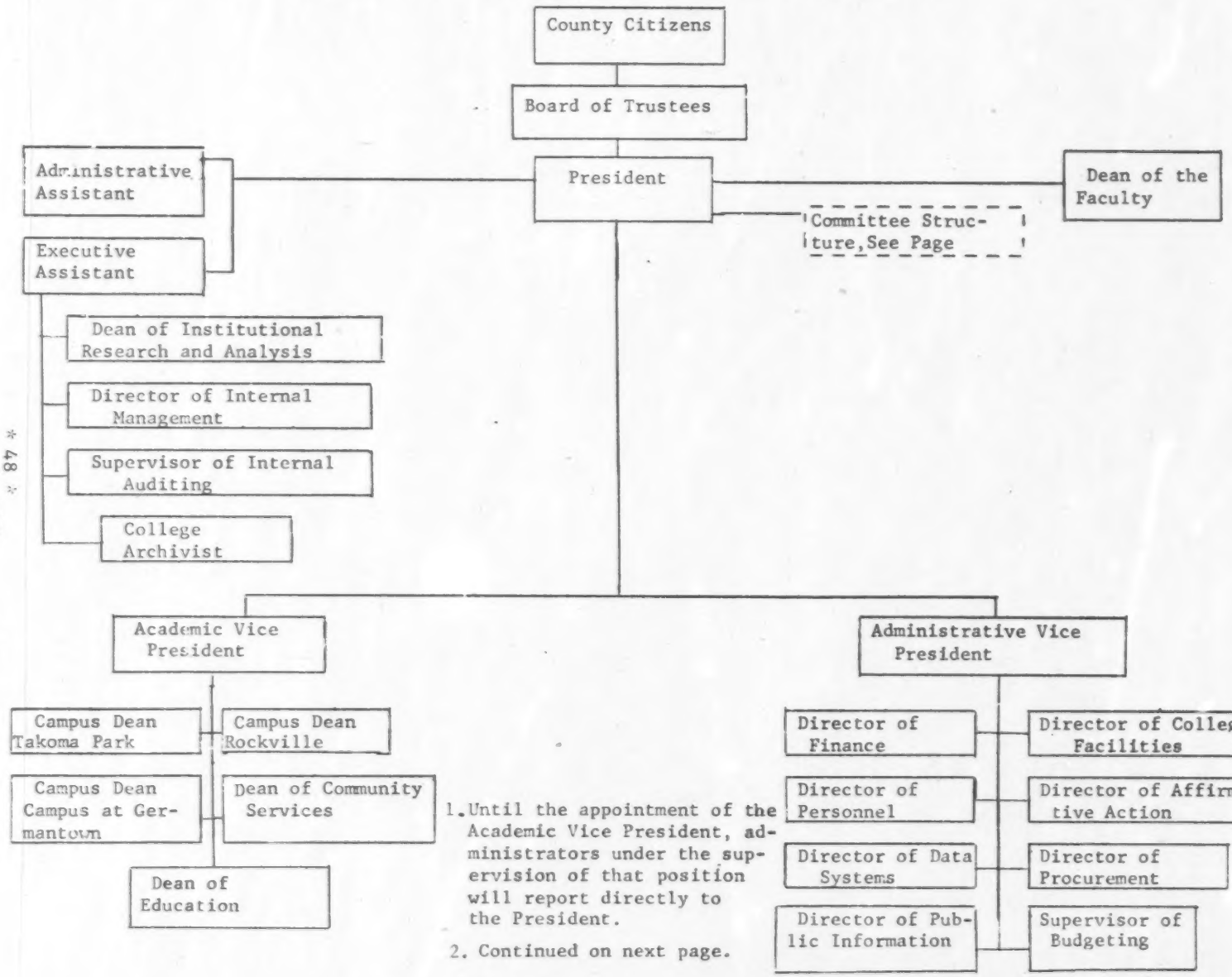
d. Students Absent During Final Examinations - If a student, for good and sufficient reasons, is absent and wishes to request a grade of "Incomplete" in a course, he should contact his instructor. If a student does not appear, and has made no effort to notify the instructor as to the reason he missed the examination, a grade of "F" should be recorded.

COMMENCEMENT WEEK

a. Commencement Activities - Faculty members are encouraged to attend the Faculty-Sophomore Honors and Awards Luncheon and the Commencement Reception. Participation in commencement is optional for faculty, but strongly urged. Part-time faculty members are most welcome to join in any of the above activities.

b. Caps and Gowns - Faculty members who have ordered caps and gowns may pick them up just before commencement. They should be returned, in their boxes, immediately following commencement.

ADMINISTRATIVE ORGANIZATIONAL CHART, MONTGOMERY COLLEGE

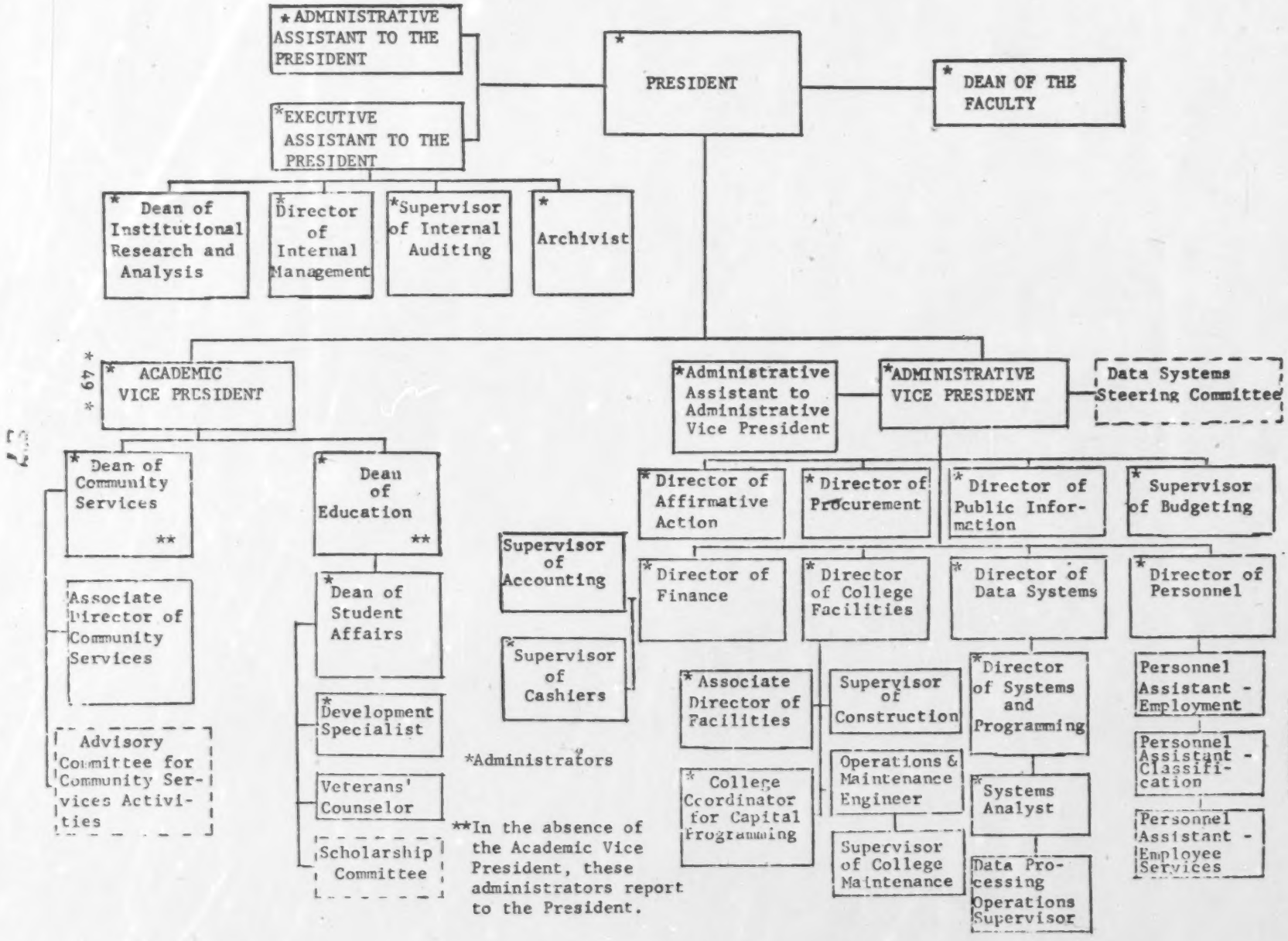


1. Until the appointment of the Academic Vice President, administrators under the supervision of that position will report directly to the President.

2. Continued on next page.

APPENDIX B

ORGANIZATION OF THE CENTRAL ADMINISTRATION

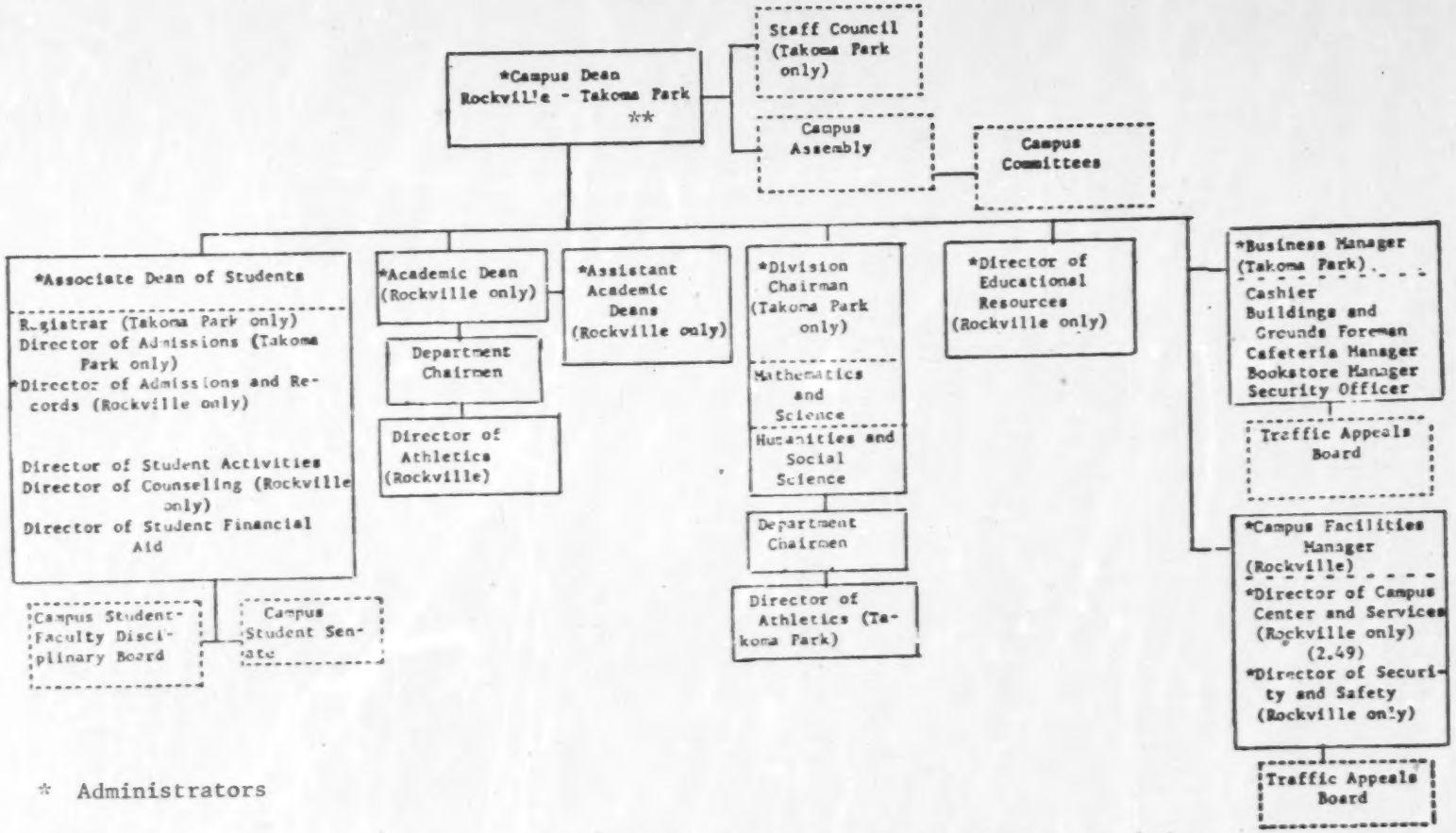


*Administrators

**In the absence of the Academic Vice President, these administrators report to the President.

APPENDIX B

CAMPUS ORGANIZATION

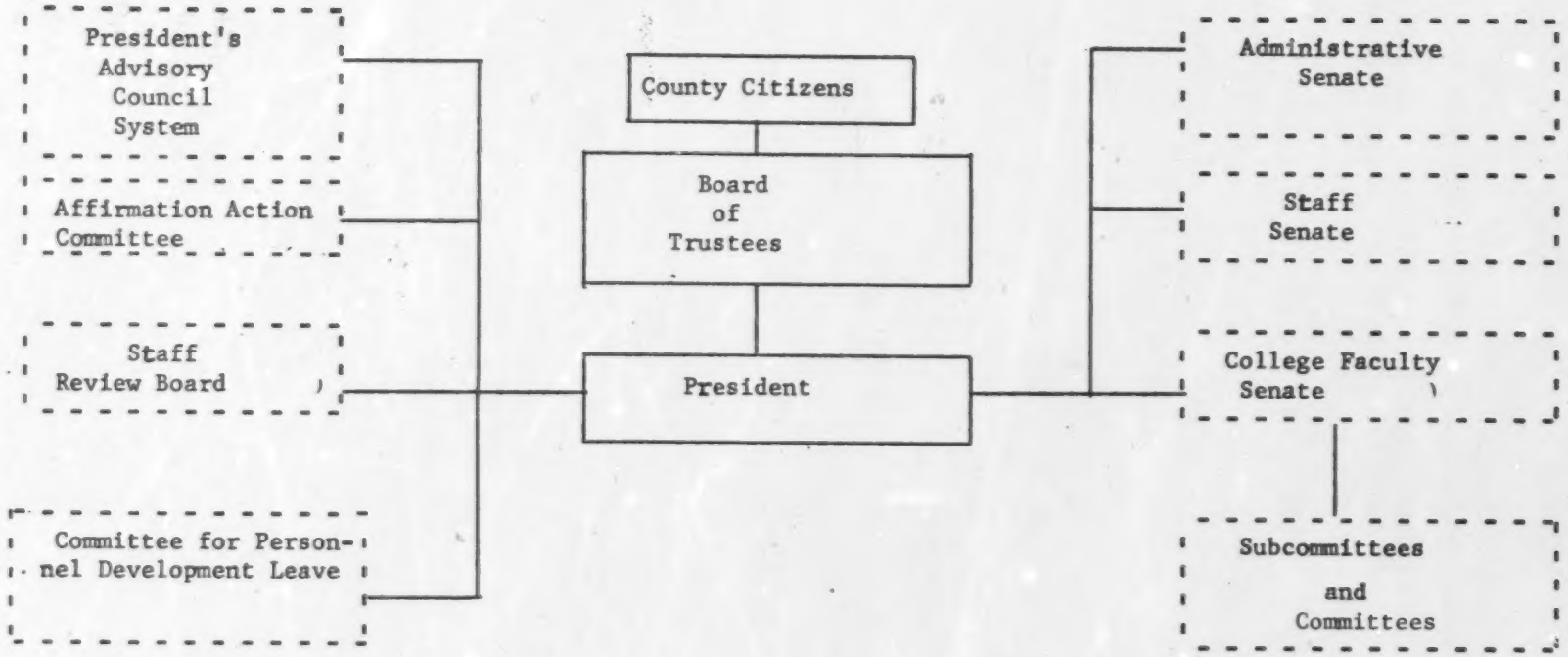

*Campus Dean Rockville - Takoma Park **
Staff Council (Takoma Park only)
Campus Assembly
Campus Committees
*Associate Dean of Students
Registrar (Takoma Park only)
Director of Admissions (Takoma Park only)
*Director of Admissions and Records (Rockville only)
Director of Student Activities
Director of Counseling (Rockville only)
Director of Student Financial Aid
Campus Student-Faculty Disciplinary Board
Campus Student Senate
*Academic Dean (Rockville only)
Department Chairmen
Director of Athletics (Rockville)
*Assistant Academic Deans (Rockville only)
*Division Chairman (Takoma Park only)
Mathematics and Science
Humanities and Social Science
Department Chairmen
Director of Athletics (Takoma Park)
*Director of Educational Resources (Rockville only)
*Business Manager (Takoma Park)
Cashier
Buildings and Grounds Foreman
Cafeteria Manager
Bookstore Manager
Security Officer
Traffic Appeals Board
*Campus Facilities Manager (Rockville)
*Director of Campus Center and Services (Rockville only)
(2.49)
*Director of Security and Safety (Rockville only)
Traffic Appeals Board

* Administrators

** The Campus Dean at Germantown has been appointed. Campus organization is now being developed.

APPENDIX B

COMMITTEE STRUCTURE - MONTGOMERY COLLEGE



Format for Proposing a Change in the Academic Regulations

(Please direct the completed form to the Chairman of the Faculty Senate or to the Chairman of the Academic Regulations Committee)

_____
Date of proposal

Name of Proposer _____

Campus _____ Department/Organization _____

Telephone extension _____

Citation (by paragraph number) of the Academic Regulation you desire to change or to add: _____

Your proposal (Please give specific wording for the change/addition you propose):

Rationale for your proposal:

UNIVERSITY OF CALIF.
LOS ANGELES
NOV 7 1975
CLEARINGHOUSE FOR
JUNIOR COLLEGES